

**Advertisement for Administrative Assistant, School of Habitat Studies (TISS).  
[Last Date for Submitting Application: 10<sup>th</sup> March, 2023]**

ADVT No: ADVT/ADM.

- **All applications should be sent at: [shssprojects.tiss@gmail.com](mailto:shssprojects.tiss@gmail.com)**
- **Application should clearly mention the position applied for in the subject line.**

The School of Habitat Studies, Tata Institute of Social Sciences, is looking to recruit highly motivated and qualified professionals to staff its multidisciplinary teams and contribute to its research project titled as, "Towards Sustainable Sanitation in India and Brazil (TOSSIB)".

**Positions**

Sr. No.	Position	No. of Positions	Location
1	Administrative Assistant	01	Mumbai

**Details of the position are provided below.**

**Last date to receive applications:** 10<sup>th</sup> March, 2023

**How to apply: Application process and interview**

Application should be sent with the following documents via email to [shssprojects.tiss@gmail.com](mailto:shssprojects.tiss@gmail.com) with the subject line: Application for 'Administrative Assistant'

1. Updated Curriculum Vitae
2. One letter of recommendation from erstwhile supervisor/reporting officer

**Other conditions**

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview
- The post is unreserved, but candidates belonging to reserved category can apply No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage

and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post

- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/interview
- No TA/DA is payable for appearing for the interview
- In case of any inadvertent error in the advertisement and in the process of recruitment which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)

### **Detailed Job Description for Administrative Assistants (01 Position)**

The person shall be responsible for all the financial procedures related to the project. The responsibilities shall include administrative support to the project, maintain personal records for project staff, handle salaries of the project, verify all bills/vouchers related to the project and ensure timely payment to staff, vendors, etc. The responsibilities include maintaining books of account, preparation of utilisation certificate and statement of expenditure and meet all the statutory and audit related requirements.

#### **Qualifications:**

1. M. Com with at least 1 year experience or B. Com with three year experience in handling accounts/administrative matters
2. Conversant with accounting procedures and relevant software
3. Good communication skills
4. Ability to work in a team

**Duration:** 12 months

**Remuneration:** Up to INR 35000 per month.

**Location:** Mumbai, Maharashtra

**Only shortlisted candidates will be informed for interview.**